



City of Rockville
Dept. of Community Planning & Development Services
Inspection Services Division
111 Maryland Avenue • Rockville MD 20850-2364 • 240-314-8240

Application Date _____
BLD # _____
OCC _____

OCCUPANCY PERMIT APPLICATION

Please print clearly or type all information. Incomplete applications will not be processed.

A MINIMUM OF 3 WORKING DAYS IS REQUIRED PRIOR TO CALLING FOR AN INSPECTION

LOCATION OF TENANCY	Street address including zip code	Suite
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DESCRIPTION OF USE	Below, Please give a detailed description of the intended use

PROPERTY INFORMATION	Use group class	Has space been previously occupied Yes or No	Building New or Old	Construction type	Square footage of tenancy Ft.
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TENANT INFORMATION	Name of Business	Phone
	Corporate Name	Phone
	Store Manager	Phone
	Owner of Business	Phone
	Address	
	Main Office Address (if applicable)	

INTENDED USE	Please Check One			
	<input type="checkbox"/>	Assembly (theatres, church)	<input type="checkbox"/>	Institutional
	<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	Commercial (retail)
	<input type="checkbox"/>	General & Professional Offices	<input type="checkbox"/>	Warehouse (storage)
	<input type="checkbox"/>	Medical / Dental Offices	<input type="checkbox"/>	Automotive
	<input type="checkbox"/>	Manufacturing / Assembly	<input type="checkbox"/>	Research Labs
	<input type="checkbox"/>	General Industrial	<input type="checkbox"/>	Other (please specify)

PROPERTY OWNER	Name	Phone
	Address	

PROPERTY MGMT. CO	Name	Phone
	Address	

STATEMENT OF INTENT/FEE AGREEMENT	I Hereby certify that I have the authority to make the foregoing application, that the application, and the Occupancy will conform to the requirements of the building code, plumbing code, mechanical code, electrical code, zoning ordinance and all other applicable codes and ordinances of the City of Rockville. I understand that the Permit fees are NON-refundable, in the event the permits are not approved and not issued. I further understand that this building or portion thereof shall not be used or occupied until Occupancy Permit has been issued or written approval obtained from the Inspection Services Division.
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Printed Name	Signature	Title
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Address	Phone	Company
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